

TDOE – 2018 Spring Fiscal Workshop

Accountability Challenges

Internal School Funds - How To's

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April Showers





**Thank
You!**



Create

Learn

Explore

Have
FUN!

Join in

Participate



Pronunciation: \frôd\

Function: noun

Etymology:

Middle English fraude,
from Anglo-French,
from Latin fraud-, fraus

Date: 14th century

FRAUD

Colors my perspective

osg



Session Objectives

◆ Topics:

- Ticket reconciliation
- Teacher collection log
- Purchase Order
- Sales Tax
- Etc.

Right or Wrong Not Focus



- ◆ Not just one way to do it right
- ◆ Some ways might be better than TISUAPM
- ◆ Some might be inadequate

Disclaimer



Session Objective



- Processes

- Accountability/

Control

- Compliance



TISUAPM

Ticket Reconciliation

Ticket Reconciliation

Use of a ticket reconciliation is an internal control that is required for all events, such as athletics or entertainment, for which a fee is charged or paid in advance, and a collection log is not used. (TISUAPM Section 5-4)

Tennessee Internal School Uniform Accounting Policy Manual
Applicable Laws and Exhibits – Appendix A

Exhibit 7

TICKET RECONCILIATION

Date _____ vs. _____

Type of event _____

STUDENT TICKETS

Ticket color _____ Sale price \$ _____
Roll Ending No. _____ Roll Beginning No. _____
After sales _____
Before sales _____
Difference _____ X \$ _____ = \$ _____ sales

ADULT TICKETS

Ticket color _____ Sale price \$ _____
Roll Ending No. _____ Roll Beginning No. _____
After sales _____
Before sales _____
Difference _____ X \$ _____ = \$ _____ sales

RESERVE/SPECIAL TICKETS

Ticket color _____ Sale price \$ _____
Roll Ending No. _____ Roll Beginning No. _____
After sales _____
Before sales _____
Difference _____ X \$ _____ = \$ _____ sales

BEGINNING CHANGE FUND

\$20s	_____	Total	\$ _____
\$10s	_____	Total	\$ _____
\$5s	_____	Total	\$ _____
\$1s	_____	Total	\$ _____
\$0.25s	_____	Total	\$ _____
		Total change fund	\$ _____

I certify that I checked the ticket color, beginning number, ending number, and the change fund of this ticket seller box and found it to be correct as listed above.

Signature of Designee _____

Signature of Ticket Seller _____

Beginning change fund	\$ _____
Add: Total ticket sales	\$ _____
Add: Athletic fund donations received by ticket seller	\$ _____
Total due in ticket sales box	\$ _____ (Expected)
Cash collections	\$ _____
Add: Check Collections	\$ _____
Total in ticket sales box	\$ _____ (Actual)
BOX OVER or (SHORT)	\$ _____

I certify that I checked the AFTER SALES beginning and ending number of remaining tickets and collections from this ticket box and found it to be correct as listed above.

Signature of Designee _____

Signature of Ticket Seller _____

Tennessee Baseball Uniform Accounting Policy Manual
 Applicable Laws and Exhibits – Appendix A

Exhibit 7

TICKET RECONCILIATION

Date _____ vs _____

Type of event _____

STUDENT TICKETS

	<u>Ticket color</u>	Sale price \$ _____
<u>Roll Ending No.</u>	<u>Roll Beginning No.</u>	
After sales _____	_____	
Before sales _____	_____	
Difference _____	_____	X \$ _____ = \$ _____ sales

MULTI-TICKETS

	<u>Ticket color</u>	Sale price \$ _____
<u>Roll Ending No.</u>	<u>Roll Beginning No.</u>	
After sales _____	_____	
Before sales _____	_____	
Difference _____	_____	X \$ _____ = \$ _____ sales

RESERVE/SPECIAL TICKETS

	<u>Ticket color</u>	Sale price \$ _____
<u>Roll Ending No.</u>	<u>Roll Beginning No.</u>	
After sales _____	_____	
Before sales _____	_____	
Difference _____	_____	X \$ _____ = \$ _____ sales

BEGINNING CHANGE FUND

\$20s _____	Total \$ _____
\$10s _____	Total \$ _____
\$5s _____	Total \$ _____
\$1s _____	Total \$ _____
\$0.25s _____	Total \$ _____
	Total change fund \$ _____

I certify that I checked the ticket color, beginning number, ending number, and the change fund of this ticket seller box and found it to be correct as listed above.

Signature of Designee _____

Signature of Ticket Seller _____

	Beginning change fund	\$ _____
	Add: Total ticket sales	\$ _____
Add: Athletic fund donations received by ticket seller		\$ _____
Total due in ticket sales box		\$ _____ (Expected)
Cash collections		\$ _____
Add: Check Collections		\$ _____
Total in ticket sales box		\$ _____ (Actual)
BOX OVER or (SHORT)		\$ _____

I certify that I checked the AFTER SALES beginning and ending number of remaining tickets and collections from this ticket box and found it to be correct as listed above.

Signature of Designee _____

Signature of Ticket Seller _____

A-20

- 
- The logo for the Tennessee Comptroller of the Treasury. It features a stylized graphic of three curved, overlapping bands in shades of red and pink, with three blue stars positioned within the red band. Below the graphic, the text "TENNESSEE COMPTROLLER OF THE TREASURY" is written in a blue, serif, all-caps font.

Why Can't I Get This Right?

◆ Bookkeeper willing to
“take care of it”

◆ Sometimes oval peg in round hole

Tennessee School Uniform Accounting Policy Manual
 Applicable Laws and Exhibits – Appendix A

Exhibit 7

TICKET RECONCILIATION

Date _____ vs. _____

Type of event _____

STUDENT TICKETS

	<u>Ticket color</u>	<u>Roll Ending No.</u>	<u>Roll Beginning No.</u>	Sale price \$	
After sales	_____	_____	_____		
Before sales	_____	_____	_____		
Difference	_____	_____	_____	X \$ _____	= \$ _____ sales

MULTI-TICKETS

	<u>Ticket color</u>	<u>Roll Ending No.</u>	<u>Roll Beginning No.</u>	Sale price \$	
After sales	_____	_____	_____		
Before sales	_____	_____	_____		
Difference	_____	_____	_____	X \$ _____	= \$ _____ sales

RESERVE/SPECIAL TICKETS

	<u>Ticket color</u>	<u>Roll Ending No.</u>	<u>Roll Beginning No.</u>	Sale price \$	
After sales	_____	_____	_____		
Before sales	_____	_____	_____		
Difference	_____	_____	_____	X \$ _____	= \$ _____ sales

BEGINNING CHANGE FUND

\$20s	_____	Total	\$ _____
\$10s	_____	Total	\$ _____
\$5s	_____	Total	\$ _____
\$1s	_____	Total	\$ _____
\$0.25s	_____	Total	\$ _____
		Total	\$ _____
		Total change fund	\$ _____

I certify that I checked the ticket color, beginning number, ending number, and the change fund of this ticket seller box and found it to be correct as listed above.

Signature of Designee _____

Signature of Ticket Seller _____

	Beginning change fund	\$ _____
	Add: Total ticket sales	\$ _____
		\$ _____
Add: Athletic fund donations received by ticket seller		\$ _____
Total due in ticket sales box		\$ _____ (Expected)
Cash collections		\$ _____
Add: Check Collections		\$ _____
Total in ticket sales box		\$ _____ (Actual)
BOX OVER or (SHORT)		\$ _____

I certify that I checked the AFTER SALES beginning and ending number of remaining tickets and collections from this ticket box and found it to be correct as listed above.

Signature of Designee _____

Signature of Ticket Seller _____

A-20

Always Date

Tennessee Internal School Uniform Accounting Policy Manual
Applicable Laws and Exhibits – Appendix A

Exhibit 7

TICKET RECONCILIATION

Date 4-17-18 ?? vs. ??

Type of event _____

Varsity Football, JV, Girls,
Boys, “Oklahoma” Fall
Festival, etc. – Be SPECIFIC!

Designated Party/Bookkeeper?

- ◆ Date and other identifying info
- ◆ Ticket color(s) and expected sales price
- ◆ “Before-sales” ticket number info
- ◆ Make-up and amounts of beginning change

(Assumption – new 100 ticket rolls)

TICKET RECONCILIATION

Date 4-17-18 Tennessee School vs. Any SchoolType of event Varsity FootballSTUDENT TICKETSTicket color Red Sale price \$ 5Roll Ending No. Roll Beginning No.

After sales

Before sales

Difference

1001

X \$ _____ = \$ _____ sales

ADULT TICKETSTicket color White Sale price \$ 7Roll Ending No. Roll Beginning No.

After sales

Before sales

Difference

1001

X \$ _____ = \$ _____ sales

RESERVE/SPECIAL TICKETSTicket color Blue Sale price \$ 10Roll Ending No. Roll Beginning No.

After sales

Before sales

Difference

1001

X \$ _____ = \$ _____ sales

BEGINNING CHANGE FUND

\$20s	<u>—</u>
\$10s	<u>10</u>
\$5s	<u>60</u>
\$1s	<u>90</u>
\$0.25s	<u>40</u>

Total	\$ <u>—</u>
Total	\$ <u>100</u>
Total	\$ <u>300</u>
Total	\$ <u>90</u>
Total	\$ <u>10</u>
Total change fund	\$ <u>500</u>

TICKET RECONCILIATION

Date 4-17-18 Tennessee School vs. Any School
 Type of event Varsity Football

STUDENT TICKETS

Ticket color Red Sale price \$ 5
Roll Ending No. Roll Beginning No.

After sales _____
 Before sales 100 _____
 Difference _____ X \$ _____ = \$ _____ sales

ADULT TICKETS

Ticket color White Sale price \$ 7
Roll Ending No. Roll Beginning No.

After sales _____
 Before sales 100 _____
 Difference _____ X \$ _____ = \$ _____ sales

RESERVE/SPECIAL TICKETS

Ticket color Blue Sale price \$ 10
Roll Ending No. Roll Beginning No.

After sales _____
 Before sales 100 _____
 Difference _____ X \$ _____ = \$ _____ sales

BEGINNING CHANGE FUND

\$20s	<u>—</u>	Total	\$ <u>—</u>
\$10s	<u>10</u>	Total	\$ <u>100</u>
\$5s	<u>60</u>	Total	\$ <u>300</u>
\$1s	<u>90</u>	Total	\$ <u>90</u>
\$0.25s	<u>40</u>	Total	\$ <u>10</u>
		Total change fund	\$ <u>500</u>

I certify that I checked the ticket color, beginning number, ending number, and the change fund of this ticket seller box and found it to be correct as listed above.

 Signature of Designee

 Signature of Ticket Seller

Beginning change fund	\$ _____
Add: Total ticket sales	\$ _____
Add: Athletic fund donations received by ticket seller	\$ _____
Total due in ticket sales box	\$ _____ (Expected)
Cash collections	\$ _____
Add: Check Collections	\$ _____
Total in ticket sales box	\$ _____ (Actual)
BOX OVER or (SHORT)	\$ _____

I certify that I checked the AFTER SALES beginning and ending number of remaining tickets and collections from this ticket box and found it to be correct as listed above.

 Signature of Designee

 Signature of Ticket Seller

TICKET RECONCILIATION

Date 4-17-18 Tennessee School vs. Any School

Type of event Varsity Football

STUDENT TICKETS Ticket color Red Sale price \$ 5
Roll Ending No. Roll Beginning No.

After sales 100 1
 Before sales 100 1
 Difference 100 1 X \$ _____ = \$ _____ sales

ADULT TICKETS Ticket color White Sale price \$ 7
Roll Ending No. Roll Beginning No.

After sales 100 1
 Before sales 100 1
 Difference 100 1 X \$ _____ = \$ _____ sales

RESERVE/SPECIAL TICKETS Ticket color Blue Sale price \$ 10
Roll Ending No. Roll Beginning No.

After sales 100 1
 Before sales 100 1
 Difference 100 1 X \$ _____ = \$ _____ sales

BEGINNING CHANGE FUND

\$20s	<u>10</u>	Total	\$ <u>100</u>
\$10s	<u>60</u>	Total	\$ <u>300</u>
\$5s	<u>90</u>	Total	\$ <u>90</u>
\$1s	<u>40</u>	Total	\$ <u>10</u>
\$0.25s		Total change fund	\$ <u>500</u>

I certify that I checked the ticket color, beginning number, ending number, and the change fund of this ticket seller box and found it to be correct as listed above.

Signature of Designee

Signature of Ticket Seller

Beginning change fund	\$ _____
Add: Total ticket sales	\$ _____
Add: Athletic fund donations received by ticket seller	\$ _____
Total due in ticket sales box	\$ _____ (Expected)
Cash collections	\$ _____
Add: Check Collections	\$ _____
Total in ticket sales box	\$ _____ (Actual)
BOX OVER or (SHORT)	\$ _____

I certify that I checked the AFTER SALES beginning and ending number of remaining tickets and collections from this ticket box and found it to be correct as listed above.

Signature of Designee

Signature of Ticket Seller





TICKET RECONCILIATION

Date 4-17-18 FHS vs. Tennessee School
 Type of event Varsity Football

STUDENT TICKETS

Ticket color Red Sale price \$ 5
Roll Ending No. Roll Beginning No.

After sales _____
 Before sales 100 _____
 Difference _____ X \$ _____ = \$ _____ sales

ADULT TICKETS

Ticket color _____ Sale price \$ _____
Roll Ending No. Roll Beginning No.

After sales _____
 Before sales 100 _____
 Difference _____ X \$ _____ = \$ _____ sales

RESERVE/SPECIAL TICKETS

Ticket color _____ Sale price \$ _____
Roll Ending No. Roll Beginning No.

After sales _____
 Before sales 100 _____
 Difference _____ X \$ _____ = \$ _____ sales

BEGINNING CHANGE FUND

\$20s	_____	Total	\$ _____
\$10s	<u>10</u>	Total	\$ <u>100.00</u>
\$5s	<u>60</u>	Total	\$ <u>300.00</u>
\$1s	<u>90</u>	Total	\$ <u>90.00</u>
\$0.25s	<u>40</u>	Total	\$ <u>10.00</u>
		Total change fund	\$ <u>500.00</u>

I certify that I checked the ticket color, beginning number, ending number, and the change fund of this ticket seller box and found it to be correct as listed above.

John Jones
 Signature of Designee

L Rene Brison
 Signature of Ticket Seller

Beginning change fund	\$ _____
Add: Total ticket sales	\$ _____
Add: Athletic fund donations received by ticket seller	\$ _____
Total due in ticket sales box	\$ _____ (Expected)
Cash collections	\$ _____
Add: Check Collections	\$ _____
Total in ticket sales box	\$ _____ (Actual)
BOX OVER or (SHORT)	\$ _____

I certify that I checked the AFTER SALES beginning and ending number of remaining tickets and collections from this ticket box and found it to be correct as listed above.

 Signature of Designee

 Signature of Ticket Seller

Assumptions

- ◆ 50 tickets of each color sold
- ◆ \$500 beginning change

TICKET RECONCILIATION

Date 4-17-18 Tennessee School vs. Any SchoolType of event Varsity FootballSTUDENT TICKETSTicket color Red Sale price \$ 5Roll Ending No.Roll Beginning No.

After sales

10051

Before sales

1001

Difference

-50X \$ 5 = \$ 250 salesADULT TICKETSTicket color White Sale price \$ 7Roll Ending No.Roll Beginning No.

After sales

10051

Before sales

1001

Difference

-50X \$ 7 = \$ 350 salesRESERVE/SPECIAL TICKETSTicket color Blue Sale price \$ 10Roll Ending No.Roll Beginning No.

After sales

10051

Before sales

1001

Difference

-50X \$ 10 = \$ 500 sales

BEGINNING CHANGE FUND

\$20s	<u>—</u>
\$10s	<u>10</u>
\$5s	<u>60</u>
\$1s	<u>90</u>
\$0.25s	<u>40</u>

Total	\$ <u>—</u>
Total	\$ <u>100</u>
Total	\$ <u>300</u>
Total	\$ <u>90</u>
Total	\$ <u>10</u>
Total change fund	\$ <u>500</u>

I certify that I checked the ticket color, beginning number, ending number, and the change fund of this ticket seller box and found it to be correct as listed above.

John Jones
Signature of Designee

L Rene Brison
Signature of Ticket Seller

Beginning change fund
Add: Total ticket sales
Add: Athletic fund donations received by ticket seller
Total due in ticket sales box
Cash collections
Add: Check Collections
Total in ticket sales box
BOX OVER or (SHORT)

\$ <u>500</u>	
\$ <u>1100</u>	
\$ <u>—</u>	
\$ <u>1600</u>	(Expected)
\$ <u>1577</u>	
\$ <u>24</u>	
\$ <u>1601</u>	(Actual)
\$ <u>1</u>	

I certify that I checked the AFTER SALES beginning and ending number of remaining tickets and collections from this ticket box and found it to be correct as listed above.

John Jones
Signature of Designee

L Rene Brison
Signature of Ticket Seller

TICKET RECONCILIATION

Date 4-17-18 Tennessee School vs. Any School
 Type of event Varsity Football

STUDENT TICKETS

Ticket color Red Sale price \$ 5
 Roll Ending No. 100 Roll Beginning No. 51
 After sales 100
 Before sales 1
 Difference 99 X \$ 5 = \$ 250 sales

ADULT TICKETS

Ticket color White Sale price \$ 7
 Roll Ending No. 100 Roll Beginning No. 51
 After sales 100
 Before sales 1
 Difference 99 X \$ 7 = \$ 350 sales

RESERVE/SPECIAL TICKETS

Ticket color Blue Sale price \$ 10
 Roll Ending No. 100 Roll Beginning No. 51
 After sales 100
 Before sales 1
 Difference 99 X \$ 10 = \$ 500 sales

BEGINNING CHANGE FUND

\$20s	<u>10</u>	Total	\$ <u>100</u>
\$10s	<u>60</u>	Total	\$ <u>300</u>
\$5s	<u>90</u>	Total	\$ <u>90</u>
\$1s	<u>40</u>	Total	\$ <u>10</u>
\$0.25s		Total change fund	\$ <u>500</u>

I certify that I checked the ticket color, beginning number, ending number, and the change fund of this ticket seller box and found it to be correct as listed above.

John Jones
 Signature of Designee

L Rene Buisson
 Signature of Ticket Seller

Beginning change fund	\$ <u>500</u>
Add: Total ticket sales	\$ <u>1100</u>
Add: Athletic fund donations received by ticket seller	\$ <u>0</u>
Total due in ticket sales box	\$ <u>1600</u> (Expected)
Cash collections	\$ <u>1577</u>
Add: Check Collections	\$ <u>23</u>
Total in ticket sales box	\$ <u>1600</u> (Actual)
BOX OVER or (SHORT)	\$ <u>0</u>

I certify that I checked the AFTER SALES beginning and ending number of remaining tickets and collections from this ticket box and found it to be correct as listed above.

John Jones
 Signature of Designee

L Rene Buisson
 Signature of Ticket Seller

What to Remember

- ◆ For effectiveness of financial “control” of using prenumbere tickets –attendee must be required to have it to enter event (location other than ticket booth)
- ◆ Designate responsibilities
 - Who prepares tickets/change box and documents (not the ticketseller)
 - Who is designee?

What to Remember

- ◆ Designate responsibilities (continued)
 - Who counts money?
 - Who makes copies (and how, when and where?)
 - Who receives and reconciles prenumbered receipts to ticket reconciliation?

What to Remember

◆ Document

- Beginning change verification
- Beginning and ending ticket number verification
- Ending count and record of count by sellers/adm.
- List of checks (name, number, amt.)

◆ Never sign blank forms

North vs. Central
Football Game

Date: 8-18, 20 11

Varsity ✓
Freshman _____
B-Team _____
Other _____

Beginning Cash: \$ 4500.00
Total Gate Receipts: \$ 6900.00
Final Cash: \$ 11400.00
EXPENSES: Officials: \$ 570.00
Police Protection: \$ 200.00
Ticket Takers and Sellers: \$ 280.00
Other: \$ _____
TOTAL EXPENSES \$ 1050.00

Beginning Student Ticket Number _____
Ending Student Ticket Number _____
Total Student Tickets Sold _____
Beginning Adult Ticket Number 0001 1001 1001
Ending Adult Ticket Number 0387 1407 1359
Total Adult Tickets Sold 386 406 358

ADMISSION:

Charge	Number Sold	Total Amount
Pre-Game Student _____ x	_____	= \$ _____
Pre-Game Adult _____ x	_____	= \$ _____
Sold at Game <u>6.00</u> x	<u>1150</u>	= \$ <u>6900</u>
	TOTAL	\$ <u>6900</u>
Total Receipts:	\$ <u>6900.00</u>	
Total Expenses:	\$ <u>1050.00</u>	
Balance:	\$ <u>5850.00</u>	

Shared Amount _____ to be divided with _____ School

Number of Admission Using Athletic Passes:

Sullivan County	<u>35</u>	Middle School Athletics	_____
VIP:	<u>54</u>	Community Team:	_____
TSSAA:	<u>2</u>	Other:	_____
Press:	<u>3</u>	Total:	<u>94</u>

COPY: Director of School's Office (to be submitted one week after the contest)

COPY: Retained by School

TISUAPM

Teacher Collection Log



Teacher Collection Log

◆ A collection log may be prepared as an alternative to prenumbered receipts.

(TISUAPM Section 5-4)

TEACHER COLLECTION LOG							
						SCHOOL	
Date							
Teacher				Collected For			
Name	Date						
	Amount	CK #	Amount	CK #	Amount	CK #	Amount
	\$		\$		\$		\$
TOTAL	\$		\$		\$		\$
To be completed by cashier							
Date							
Cash Collections	\$		\$		\$		\$
Check Collections	\$		\$		\$		\$
Total Amount Counted	\$		\$		\$		\$
Receipt Number							
Cashier's Initials							

[illegible]

- breaking
- TENNESSEE
COMPTROLLER
OF THE TREASURY

Why Can't I Get This Right?

◆ Staff (cont.)

- Copier
unavailable/inconvenient
- Delivering money to
bookkeeper inconvenient
- Sometimes square peg in
round hole

[illegible]

Teacher/Other Completes

TEACHER COLLECTION LOG

Teacher Rene BRISON Date 4-17-18 Tennessee SCHOOL
Collected For State Museum Field trip

Teacher/Other Completes

Name	Date							
	4-17-18		4-18-18					
	Amount	CK #	Amount	CK #	Amount	CK #	Amount	CK #
Johnny Smith	\$ 10		\$		\$		\$	
Janey Jones	10	1025						
Billy Brown			10					
Sally White			10					
Donnie Dixon			10					
TOTAL	\$ 20		\$ 30		\$		\$	

Cashier/Bookkeeper Completes

To be completed by cashier									
Date	4-7-18			4-18-18					
Cash Collections	\$ 10			\$ 30			\$		\$
Check Collections	\$ 10			\$			\$		\$
Total Amount Counted	\$ 20			\$ 30			\$		\$
Receipt Number	7961			7983					
Cashier's Initials	TBK			TBK					

Tennessee

Date 4-17-18

Teacher Kene Brison

Collected For State Museum Field trip

Name	Date							
	4-17-18		4-18-18					
	Amount	CK #	Amount	CK #	Amount	CK #	Amount	CK #
Johnny Smith	\$ 10		\$		\$		\$	
Janey Jones	10	1025						
Billy Brown			10					
Sally White			10					
Donnie Dixon			10					
TOTAL	\$ 20		\$ 30		\$		\$	
To be completed by cashier								
Date	4-17-18		4-18-18					
Cash Collections	\$ 10		\$ 30		\$		\$	
Check Collections	\$ 10		\$		\$		\$	
Total Amount Counted	\$ 20		\$ 30		\$		\$	
Receipt Number	7961		7983					
Cashier's Initials	TBK		TBK					

What to Remember

- ◆ Help staff understand importance of:
 - Fully and properly completing log (including date)
 - Recording cash and checks separately
 - Turning in \$\$ daily (or more often)
 - Retaining copies
 - **RETAINING COPIES**

What to Remember

- ◆ Help staff understand importance of:
 - Obtaining prenumbered receipt from bookkeeper and reconciling to collection log
 - Cashier/bookkeeper entering date, receipt number, receipt date and initialing collection log
 - Never sign blank forms

TISUAPM

Purchase Requisition/ Authorization



Purchase Requisition/Authorization

PURCHASE REQUISITION/AUTHORIZATION				
No. _____				
Central High School				
111 Tennessee Street, Anywhere, TN				
Purchased From _____		Date _____		
_____		Account to be Charged _____		

Quantity	Item/Service and Description	Unit	Unit Price	Amount
Requested by _____ Date _____				
This account has a sufficient balance to make this purchase.				
Bookkeeper _____		Date _____		
Approved by _____		Date _____		
Date of Payment _____		Check No. _____		

► To initiate a purchase which does not require advertised bids...a prenumbered purchase requisition should be completed.

Why Can't I Get This Right?

- ◆ Seems like useless paperwork – don't understand the control
- ◆ Don't understand controls
- ◆ Don't know who, what or how
- ◆ Not properly authorized
- ◆ Not completed and authorized **PRIOR** to purchase
- ◆ Not reconciled to invoice

PURCHASE REQUISITION/AUTHORIZATION

No. _____

Central High School

111 Tennessee Street, Anywhere, TN

Purchased From

Date

Account to
be Charged

This account has a sufficient balance to make this purchase.

Bookkeeper _____

Date _____

Approved by _____

Date _____

Date of Payment _____

Check No. _____

What to Remember

◆ What the PR/PA process does?

- Helps ensure available funds
- Helps ensure appropriate purchase which will benefit appropriate school parties

TOP 2

What to Remember

- ◆ Train staff to get authorization PRIOR to purchase
- ◆ Bookkeeper review account balance before signing and dating
- ◆ Principal sign and date to indicate authorization
- ◆ Never sign blank forms

SALES



TAX

Why Can't I Get This Right?

- ◆ Don't know whether to pay or not
- ◆ Don't want to pay
- ◆ Forget to have vendor add it

What to Remember

- ◆ Pay sales tax on purchases of ALL resale items (exceptions regarding books and school lunches).
- ◆ Pay sales tax REGARDLESS of whether items are resold for profit or at cost.
- ◆ Don't forget Sam's Club.

etc.

??????????



LET'S GO HOME FRODO

TO THE LIBRARY SAM